

# VEHICLE PAYMENT CHECKLIST

## (Extended Purchase)

### **Nonurban and Urban Agencies (When Federal funds are administered by MDOT)**

- ☐ Enter new bus(s) in PTMS (complete all fields on both "Characteristics" and "Financial" pages)
- ☐ Original cover letter/agency invoice requesting payment (include project authorization #, MiDEAL contract #, budget summary, amount requested, identify bus(s) to be replaced or disposed and that the request is for a partial or final payment)
- ☐ Copy of original signed New Vehicle Order Form from the vehicle order packet
- ☐ Copy of itemized vendor invoice (separate MiDEAL options from added options not included in MiDEAL specifications)
- ☐ If applicable, Kelly Blue Book "price with options list", from <http://www.kbb.com>, that shows equipment options and invoice price(s)
- ☐ Vendor's Vehicle Acceptance Form (vendor's form that acknowledges the transit agency's receipt and acceptance of the bus(s)).
- ☐ Copy of a signed/processed Application for Michigan Title (Form RD108) or actual vehicle title naming MDOT as first-secured party
- ☐ Post Delivery Audit (Final Inspection) Worksheets – 1. Completed FTA Road Test, 2. Completed Inspection Write Up
- ☐ Complete Buy America Post-delivery audit checklists, certification and worksheets (A-1 - A-6) if over \$100,000
- ☐ Complete "Vehicle Purchase Specification Certification" form found under "Procurement Guidelines" website: [http://www.michigan.gov/documents/mdot/2011-18\\_Rev\\_A\\_SpecificationChangeGuidelines\\_356764\\_7\\_392717\\_7.pdf](http://www.michigan.gov/documents/mdot/2011-18_Rev_A_SpecificationChangeGuidelines_356764_7_392717_7.pdf)
- ☐ Appendices (**NOTE:** latest version – [http://www.michigan.gov/mdot/0,4616,7-151-9625\\_21607-250388--,00.html](http://www.michigan.gov/mdot/0,4616,7-151-9625_21607-250388--,00.html))
  - Buses – A and N.
  - Paint, Lettering, Radios, etc...
    - Micro purchases (less than \$3,000) – D only
    - Small purchases (more than \$3,000) – written specifications, A, B, E, F, G & H
  - Further instructions and forms can be found under the pull down menu for "Procurements" at our website: [http://www.michigan.gov/mdot/0,1607,7-151-9625\\_21607---,00.html](http://www.michigan.gov/mdot/0,1607,7-151-9625_21607---,00.html)

## **VEHICLE PAYMENT CHECKLIST (Extended Purchase)**

### **Urban Agencies (When direct recipient of Federal funds)**

- ☐ Enter new bus in your vehicle inventory on PTMS (complete all fields on both "Characteristics" and "Financial" pages)
- ☐ Original cover letter/agency invoice requesting payment (include project authorization #, MiDEAL contract #, budget summary, amount requested, identify bus(s) to be replaced or disposed and that the request is for a partial or final payment)
- ☐ Copy of vendor's detailed invoice.
- ☐ Copy of original signed New Vehicle Order Form from the vehicle order packet.
- ☐ Copy of a signed/processed Application for Michigan Title (Form RD108) or if vendor is out of state, Application for Michigan Title (Form TR-11)
- ☐ Complete "Vehicle Purchase Specification Certification" form found under "Procurement Guidelines" website: [http://www.michigan.gov/documents/mdot/2011-18\\_Rev\\_A\\_SpecificationChangeGuidelines\\_356764\\_7\\_392717\\_7.pdf](http://www.michigan.gov/documents/mdot/2011-18_Rev_A_SpecificationChangeGuidelines_356764_7_392717_7.pdf)
- ☐ Complete Buy America Post-delivery audit checklists, certification and worksheets (A-1 - A-6) if over \$100,000

## **VEHICLE PAYMENT CHECKLIST (Local Purchase)**

### **Nonurban and Urban Agencies**

- ☐ Enter new bus in your vehicle inventory on PTMS (complete all fields on both "Characteristics" and "Financial" pages)
- ☐ Original cover letter/agency invoice requesting payment (include project authorization #, budget summary, amount requested, identify bus(s) to be replaced or disposed and that the request is for a partial or final payment)
- ☐ Copy of vendor's detailed invoice
- ☐ Copy of a signed/processed Application for Michigan Title (Form RD108) or if vendor is out of state, Application for Michigan Title (Form TR-11)

- ☐ Copy of the cover page from Altoona Test for vehicle(s) being purchased
- ☐ Complete Buy America Post-delivery audit checklists, certification and worksheets (A-1 - A-6) if over \$100,000
- ☐ Complete "Vehicle Purchase Specification Certification" form found under "Procurement Guidelines" website: [http://www.michigan.gov/documents/mdot/2011-18\\_Rev\\_A\\_SpecificationChangeGuidelines\\_356764\\_7\\_392717\\_7.pdf](http://www.michigan.gov/documents/mdot/2011-18_Rev_A_SpecificationChangeGuidelines_356764_7_392717_7.pdf)
- ☐ Vendor's Vehicle Acceptance Form (vendor's form that acknowledges the transit agency's receipt and acceptance of the bus(s)).